

eWiSACWIS Release 5.1

June 13, 2014

Within this document you will find the release summary of eWiSACWIS (Release 5.1) system changes and enhancements. This summary includes changes that impact workflow, data entry, procedures, and reporting. Some of the changes are the result of: policy change(s), Wisconsin's Program Improvement Plan (PIP), Program Team input, and issues reported to the help desk by system users. As a direct result of user feedback, the incidents have been arranged into 4 main eWiSACWIS genres: **General Application, Financial, Provider, and Report** changes. Within these genres the incidents are grouped by topic. The intent of the change is to allow you to quickly focus in on those areas that affect your work the most. Overall, the purpose of this information is to provide users with an overview of pertinent eWiSACWIS changes. Where appropriate, "How Do I" and "Quick Reference" guides will be created and can be accessed on the eWiSACWIS Knowledge Web for more specific usage of the application and new functionality.

Among other information, the eWiSACWIS Knowledge Web will continue to host the following:

- **Release Notes**
- **Detailed Release Summaries**
- **Program Activity Workshop/Technical Activity Workshop (PAW/TAW) Content**
- **CPS Standards**
- **Template Mapping Documents**
- **Quick Reference Guides**
- **"How Do I" Guides**
- **Contact Information**
- **eWiSACWIS Training Videos**

General Application

Topic	Description
Adoptions	New functionality has been added to streamline case creation for Private Adoptions. This workflow supports adoptions done by an agency not contracted with the state, but where the child is still eligible for adoption assistance per Chapter 48.
Agreements and Notices	Modifications have been made to the overnight processing that creates the Adoption Assistance/Subsidized Guardianship (AA/SG) templates. Changes include correcting when 1st and 2nd SG Request for Information to Determine Continued Eligibility notices and associated ticklers are generated, and suppressing the generation of multiple Advanced Notice of Termination of Adoption Assistance notices when a child's birthdate is changed.
Automated Messages	<p>This Automated Message specific enhancement impacts any user that receives and/or maintains the distribution lists for the following Automated Messages:</p> <ul style="list-style-type: none"> • Change in Rate on Interim Care Placement • Foster Care Rate Ended • Foster Care Rate Ended - (Future End-Dated FCR) * • Missing Foster Care Rate * • Newly Approved CANS • Newly Approved Foster Care Rate • Payment/Overpayment Will Not Be Created • Placement Ending • Service Ending • Youth Aging Out of Care * <p>This change addresses two specific areas:</p> <ul style="list-style-type: none"> – Distribution of Automated Messages that are generated by a batch (*) – Distribution of Automated Messages specific to a particular site within a county <p>Prior to this change, batch generated messages were not sent to certain distribution types (All Assigned Workers, Primary Assigned Worker, Supervisor of Primary Assigned Worker, Job Class With Assignment, Job Class Without Assignment). This change allows for the distribution of these messages based on these established distribution options documented above.</p> <p>This change also addresses a need identified by counties with multiple sites, whereby a county with multiple sites will have the ability to control the distribution of Automated Messages differently between sites within their county. This new function should cut down on the unnecessary delivery of a message, which in turn should improve the effectiveness of these Automated Messages for your county.</p>
	A new automated message has been added to notify county Independent Living Coordinators if any youth indicates that they are homeless on the National Youth in Transition Database (NYTD) survey.

Eligibility	To support federal regulations that require the exclusion of resources of children and other individuals receiving Supplemental Security Income (SSI) and Adoption Assistance (AA) for the purpose of determining financial need, as well as excluding these individuals from the AFDC group, the Title IV-E Eligibility initial determination can now associate the eligibility child with a role of Exclude- AA or Exclude - SSI for the AFDC group.
Imaging	The imaging page now allows attachments with the following formats: XLSX (Excel 2010) and DOCX (Word 2010).
Independent Living	<p>The link to the Foster Club website has been removed and replaced with contact information for the UW Survey Center with this release.</p> <p>Updates were made to accommodate the National Youth in Transition Database (NYTD) 21-year old survey, collection of which begins October 1, 2014. A new group box will display for the 21-year old survey on the Outcomes tab of the Independent Living page when applicable.</p> <p>A new automated message has been added to notify county Independent Living Coordinators if any youth indicates that they are homeless on the survey.</p>
Legal	The legal document, "Request for Emergency Detention or Pick-Up Order" was revised per policy. It is now called, "BMCW Request for Temporary Physical Custody or Pick-Up Order." Language has been updated, additional questions added, and the summary of the CPS history section removed. The roles of Legal Custodian, Legal Guardian, and Guardian have been removed from the Legal Documentation page. Now a Child's Guardian, Indian Custodian, and/or Legal Custodian will prefill if they are linked to the Parent Information tab on the child's Person Management page. For a policy explanation of the new questions added, see the TPC Guidelines hyperlink on the Legal Documentation page.
System Wide	eWiSACWIS is now supported when using Internet Explorer 10 in Internet Explorer 10 compatibility mode.

Financials

Description

A change has been made that affects any user working with the documentation or maintenance of Extraordinary Payment Requests and their associated payments.

An Extraordinary Payment is a payment for "Administrative" costs that exceeds those costs already factored into a providers' Administrative Rate. These payments would only go to Child Placing Agencies, Group Homes, or RCCs. This change specifically brings the Extraordinary Payment Request (EPR) to eWiSACWIS. All EPRs will be documented in eWiSACWIS, and all payments specific to the EPR will also be generated within eWiSACWIS.

In order to support this change, the following pages have been newly created or enhanced:

- Extraordinary Payment Request Page (New)
 - Used to document the request and associated approval or denial of requested cost items.
 - Approved cost items, after the page has been approved, show a pay hyperlink taking you to the Payment Request page.
- Extraordinary Payment Maintenance Page (New)
 - Used to view and work with documented Extraordinary Payment Requests.
- Checks and Payments Maintenance has been modified to display Extraordinary Costs.
- Columns have been added to several payment pages to display Extraordinary Costs.
- Columns have been added to several reports to display Extraordinary Costs.
- Three Automated Messages have been added to the application:
 - One alerting DCF and the county that an EPR has been created.
 - One alerting the county when an Extraordinary Payment has been approved.
 - One alerting the county when a Cost Item specific to an EPR has expired.

A system wide change has been made that affects any user working with the documentation of Placements, Services, CANS, Foster Care Rates (FCR), and Payments. While this change has a strong fiscal emphasis, it is deeply rooted in Placement specific documentation. The guiding principle behind this change is that in order to have the payment correctly generate the placement, CANS, and FCR must be correctly documented. This change supports this concept through the following updates:

- All placement specific one-time payment options have been inactivated.
- The Episode Driven Batch is retired
- The Release function now offers greater flexibility in using this function.
- Every county will receive Weekly Financial Batch Runs.
- A new ability to create FCRs for Inactive participants exists.
- A new Emergency/After Hours FCR option is available.
- A new Out-of-State FCR option is available.
- New Checks and Payments Maintenance Functions have been added.
 - Search by: Site, Service Category, Service Type, Payment Type
 - Export Results

- Several hybrid versions of our standard fiscal reports are retired.
 - FM0201 Pending Checks Payee Listing
 - FM0202 Monthly Pre-Audit Payee Listing
 - FM0206W Pending Checks Payee Listing - State Foster Care
 - FM0207W Monthly Pre-Audit Payee Listing - State Foster Care
 - FM0208W Pending Checks Payee Listing - Adoption Assistance
 - FM0209W Monthly Pre-Audit Payee Listing - Adoption Assistance
 - FM0212 Pending Checks Payee Listing - Subsidized Guardianship
 - FM0213 Monthly Pre-Audit Payee Listing - Subsidized Guardianship
 - FM0214 Pending Checks Payee Listing - EFT
 - FM0215 Monthly Pre-Audit Payee Listing - EFT
 - FM0223 Pending Checks Payee Spreadsheet - State Foster Care
 - FM0224 Monthly Pre-Audit Payee Spreadsheet - State Foster Care
 - FM0225 Pending Checks Payee Spreadsheet - Adoption Assistance
 - FM0226 Monthly Pre-Audit Payee Spreadsheet - Adoption Assistance
 - FM0227 Pending Checks Payee Spreadsheet - Subsidized Guardianship
 - FM0228 Monthly Pre-Audit Payee Spreadsheet - Subsidized Guardianship
 - FM0229 Pending Checks Payee Spreadsheet - EFT
 - FM0230 Monthly Pre-Audit Payee Spreadsheet - EFT
 - FM0231 Pending Checks Payee Spreadsheet - Kinship
 - FM0232 Monthly Pre-Audit Payee Spreadsheet - Kinship
 - FM02x100 Pending Checks – Report
- A new Unlock/Lock Payment Month option is available.
- Users have a new ability to run Pay Gen on demand.
- A new Overpayment Adjustment option exists for quickly working with Overpayments.

Templates

Template	Description
Adoption Assistance Child Family and Payment Summary Information (DCF-F-CFS0075-E)	A modification was made to the Adoption Assistance Child, Family and Payment Summary (DCF-F-CFS0075-E) template to update the Maintenance field with the most recent Foster Care Rate.